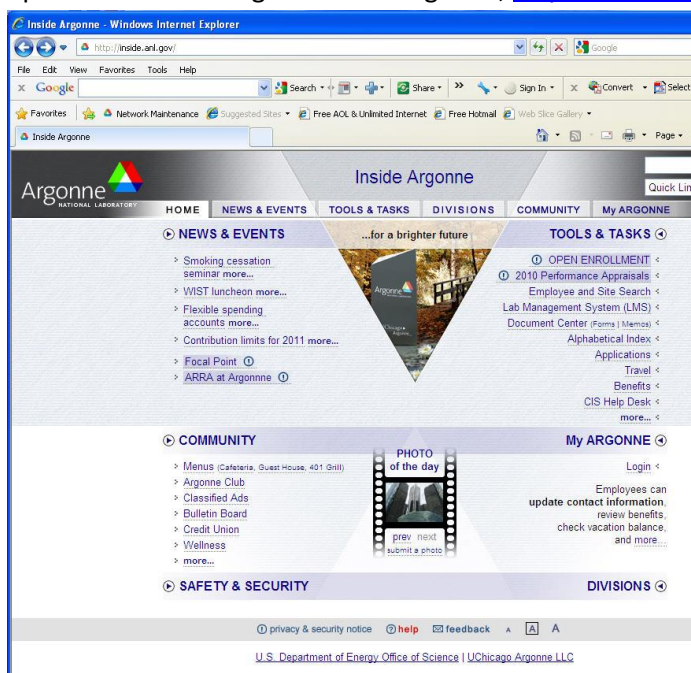


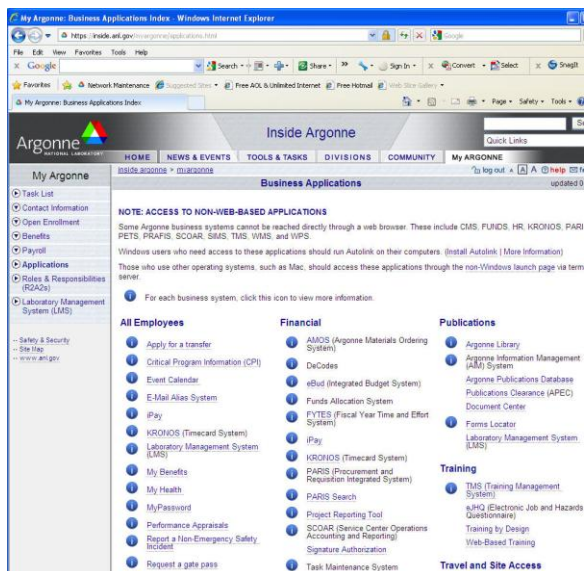
## Adobe software license purchase via AMOS

To facilitate APS user access to Adobe software, Adobe Acrobat, Dreamweaver, Illustrator, and Photoshop licenses may be purchased through AMOS and here's how. Note: Adobe Creative Design suite products are not available via AMOS. If you need Design software, please open a support request at <http://www.aps.anl.gov/hd>.

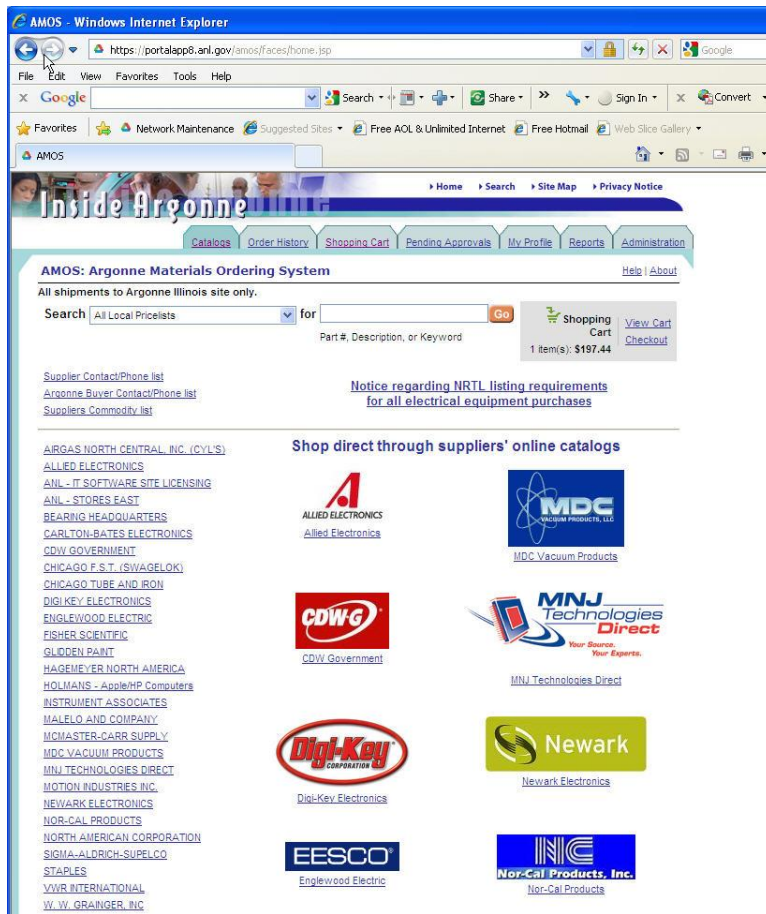
- 1) Open a browser and go to Inside Argonne, <https://inside.anl.gov> and login:



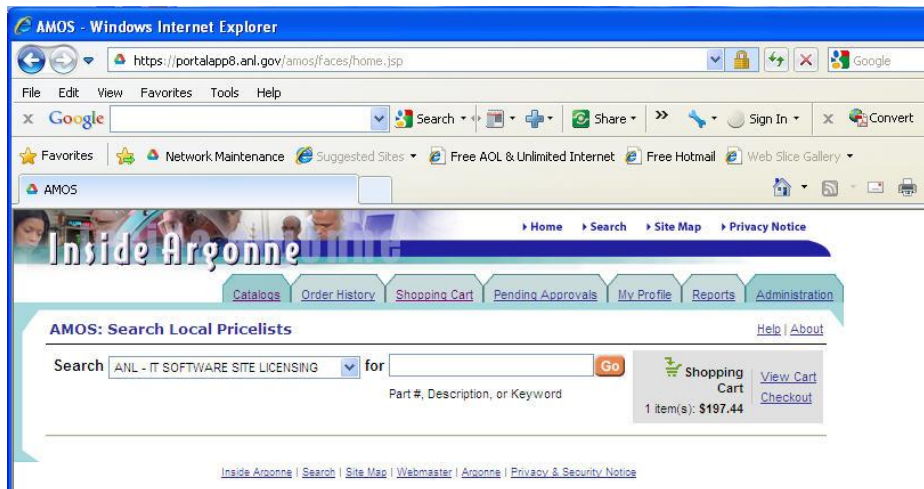
- 2) Click on Applications and select AMOS:



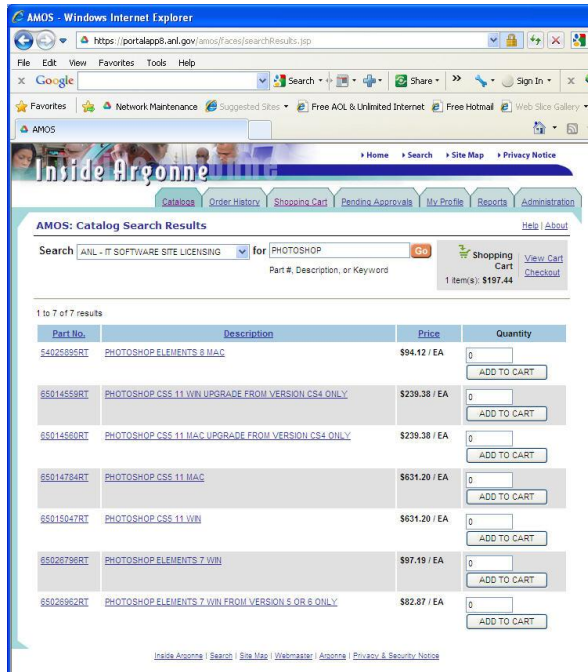
- 3) On the AMOS screen, select “ANL – IT Software Site Licensing”:



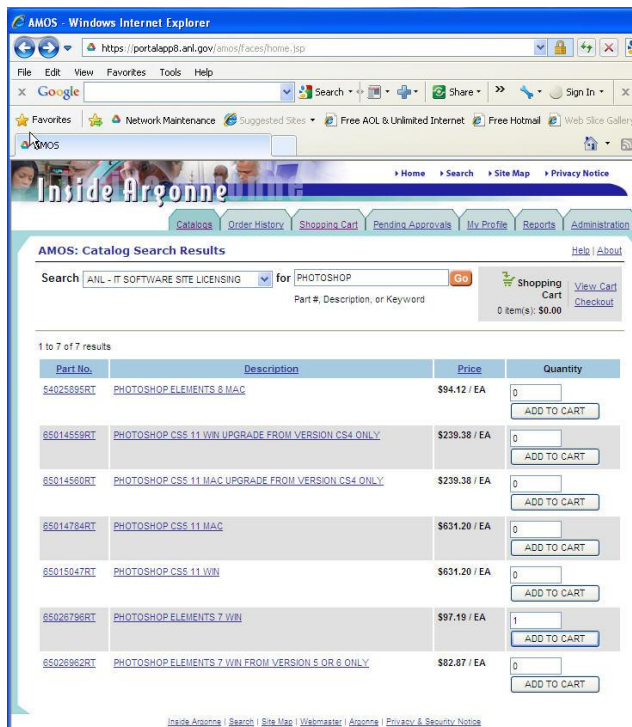
- 4) This brings you to the “Search” page:



- 5) Enter the name of the Adobe product you are interested in, for our example, we will enter “Photoshop” and click on “Go”. But, you may choose from: Acrobat, Dreamweaver, Illustrator and Photohop. Note: Adobe Creative Design suite products are not available via AMOS. If you need Design software, please open a support request at <http://www.aps.anl.gov/hd>.



- 6) Update the quantity to “1” for the product you wish to order and click on “Add to Cart”. For our example, we will order 1 Photoshop Elements 7 for Windows and click on “Add to Cart”:



- 7) If your order is complete, click on “Checkout” or you may continue to shop, by clicking on “Continue Shopping”

AMOS - Windows Internet Explorer

https://portalapp8.anl.gov/amos/faces/searchResults.jsp

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AMOS: Shopping Cart for Westbrook, Mary L. [Help](#) [About](#)

Part #	Vendor	Description	Price	Qty	Total
65028796RT	ANL - IT SOFTWARE SITE LICENSING	PHOTOSHOP ELEMENTS 7 WIN	\$97.19 / EA	1	\$97.19

**Total: \$97.19**

Update Cart Empty Cart Back to Search Results Continue shopping CHECKOUT >>

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- 8) On the next screen, you will need to enter: Cost Center, Task# and Percent, and click on “Continue Checkout”

AMOS Shipping Details - Windows Internet Explorer

https://portalapp8.anl.gov/amos/faces/recipientEntry.jsp

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REQUESTOR

Badge: 25671

Name: Westbrook, Mary L.

Division: AES

Building: 401

Room: B2206

Phone: 2-8914

DELIVER TO

Badge: 25671

Name: Westbrook, Mary L.

Building: 401

Room: B2206

Phone: 2-8914

Rush Order ☐

Note: Rush orders will incur one or MORE rush charges. See Help for more information.

Please enter default cost codes for this order. The default will be used for each line of your order or you can change any line's cost codes during the next step of the checkout process.

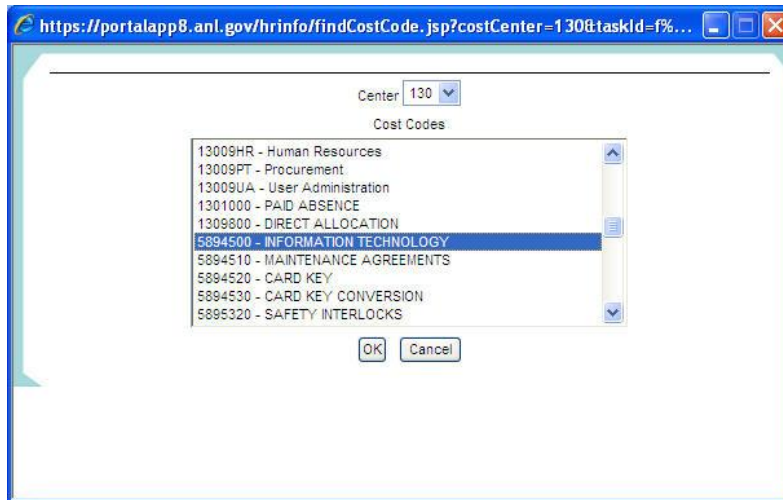
Task	Center	Percent	Project	Activity	Reference

Continue CHECKOUT >>

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- 9) You can click on the magnifying glass next to the task field, to see a list of cost codes from which you can choose. Select the appropriate cost code, by clicking on it and then, click on OK.



- 10) Enter the percent, use 100% if you want to charge the purchase to a single cost code and click on "Continue checkout".

AMOS Shipping Details - Windows Internet Explorer

https://portalapp8.anl.gov/amos/faces/recipientEntry.jsp

Inside Argonne

AMOS Shipping Details

REQUESTOR

Badge: 25671

Name: Westbrook, Mary L.

Division: AES

Building: 401

Room: B2206

Phone: 2-8914

DELIVER TO

Badge: 25671

Name: Westbrook, Mary L.

Building: 401

Room: B2206

Phone: 2-8914

Rush Order ☐

Note: Rush orders will incur one or MORE rush charges. See Help for more information.

Please enter default cost codes for this order. The default will be used for each line of your order or you can change any line's cost codes during the next step of the checkout process.

Task	Center	Percent	Project	Activity	Reference
5894500	130	100			

Continue CHECKOUT >>

11) Click on “continue Checkout” on next screen:

AMOS - Windows Internet Explorer

https://portalapp8.anl.gov/amos/faces/costCodeSummary.jsp

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**AMOS: Order Summary for Westbrock, Mary L.** [Help](#) [About](#)

Recipient: Westbrock, Mary L. (25871) Division: AES Building: 401 Room: B2206 Phone: 28914  
 Requestor: Westbrock, Mary L. (25871) Division: AES

Show cost codes

Line	Part #	Vendor	Description	Qty	Price	Total
1	65028796RT	ANL - IT SOFTWARE SITE LICENSING	PHOTOSHOP ELEMENTS 7 WIN	1	\$97.19 / EA	\$97.19

**Total: \$97.19**

Continue CHECKOUT >>

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12) On the next screen, enter the CSI# of the system associated with this new Adobe software license. You need to enter the CSI# of the system on which the software will be installed. Then, click on “Continue Checkout”.

AMOS - Windows Internet Explorer

https://portalapp8.anl.gov/amos/faces/costCodeSummary.jsp

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**AMOS: IT Stores, Order Entry** [Help](#) [About](#)

RECIPIENT

Badge	Name	Division
25871	Westbrock, Mary L.	AES

Item Details	Line	Part number	Description	Manufacturer	Quantity
Item CSI Number Comment	1	65028796RT	PHOTOSHOP ELEMENTS 7 WIN	ADOBE	1.0

1

The Computing and Information Systems Division (CIS) division manages several Laboratory-wide software licensing and maintenance agreements available to Argonne National Laboratory employees for laboratory owned devices.

The majority of the laboratory site agreements managed by CIS are participant based where costs are shared across multiple divisions so that collectively, the laboratory is able to obtain the best value from its IT requirements contracts.

- Products and Pricing available on this website represent software available on [existing Laboratory site agreements](#). [\(Details\)](#)
- For other site agreement products not available on this web page please contact Edy Haus at [ehaus@anl.gov](mailto:ehaus@anl.gov)
- For all other software products please send your request through your PARIS system

Note: All products purchased on this site will be included in the counts for the renewal of the laboratory site agreement

For more information regarding Information Technology Site Agreements, please contact:  
 Edy Haus, C.S.A.M., C.H.A.M.P., Information Technology Asset Manager  
 Computing and Information Systems Division  
[ehaus@anl.gov](mailto:ehaus@anl.gov)

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13) Be sure to enter the 7 digit CSI#, starting with 0:

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https://portalapp8.anl.gov/amos/faces/costCodeSummary.jsp

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AMOS: IT Stores, Order Entry [Help](#) [About](#)

RECIPIENT

Badge	Name	Division
25671	Westbrook, Mary L.	AES

Item	CSI Number	Comment	Line	Part number	Description	Manufacturer	Quantity
1	037822		1	65026796RT	PHOTOSHOP ELEMENTS 7.0 WIN	ADOBE	1.0

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Eddy Haus, C.S.A.M., C.H.A.M.P., Information Technology Asset Manager  
Computing and Information Systems Division  
ehaus@anl.gov

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14) If you do not enter the CSI# properly, you will receive an error message. Fix the CSI# and click on "Continue Checkout".

AMOS - Windows Internet Explorer  
https://portalapp8.anl.gov/amos/faces/itLicenseEntry.jsp

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AMOS: IT Stores, Order Entry [Help](#) [About](#)

Invalid CSI Number(s) entered. See details below.

RECIPIENT

Badge	Name	Division
25671	Westbrook, Mary L.	AES

Item	CSI Number	Comment	Line	Part number	Description	Manufacturer	Quantity
1	337822	Invalid CSI Number	1	65026796RT	PHOTOSHOP ELEMENTS 7.0 WIN	ADOBE	1.0

The Computing and Information Systems Division (CIS) division manages several Laboratory-wide software licensing and maintenance agreements available to Argonne National Laboratory employees for laboratory owned devices.

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Computing and Information Systems Division  
ehaus@anl.gov

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- 15) This order will require approval, select your supervisor in the list and click on “Continue Checkout”.

AMOS: Enter Approver Information

This order requires financial approval.  
The dollar amount \$97.19 charged to Cost Center 130 exceeds the amount you are allowed to sign for.

Select the Financial Approver for Cost Center 130

Lenkasz, Frank R. (AES)  
Wildock, Joseph L. (AES)  
Den Hartog, Patric (AES)  
Sidorowicz, Kenneth V. (AES)  
Glagola, Bruce G. (AES)  
Jank, Richard E. (AES)  
Markovich, Gregory M. (AES)  
Jemian, Pete R. (AES)  
Saunders, Claude (AES)  
Rushoven, Brian M. (AES)  
Goeppner, George A. (AES)  
Leatherman, Steven (AES)  
Downey, Steven A. (AES)  
Hlavack, Julie (AES)  
Quintana, John P. (AES)

Continue Checkout Cancel

- 16) Click on “Continue Checkout” again:

AMOS: IT Stores, Order Entry

RECIPIENT

Badge	Name	Division
25671	Westbrook, Mary L.	AES

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The majority of the laboratory site agreements managed by CIS are participant based where costs are shared across multiple divisions so that collectively, the laboratory is able to obtain the best value from its IT requirements contracts.

- Products and Pricing available on this website represent software available on [existing Laboratory site agreements. \(Details\)](#)
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Computing and Information Systems Division  
[ehaus@anl.gov](mailto:ehaus@anl.gov)

Continue CHECKOUT >>



17) The next screen will show that your order has been submitted and awaiting approval.

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https://portalapp8.anl.gov/amos/faces/orderHeader.jsp

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**AMOS Order Summary - Order # 0000170322** [Help](#) [About](#)

The order has been submitted and is awaiting approval.

Master Order #:	0000170322	Creator:	Westbrook, Mary L. (25671)	Status:	Awaiting Approval (AA)
Rush:	No	Create Date:	11/08/2010	Status Date:	11/08/2010
Recipient:	Westbrook, Mary L. (25671)	Division:	AES	Building:	401
Requestor:	Westbrook, Mary L. (25671)	Division:	AES	Room:	52206
				Phone:	28914

Show cost codes Print Order

Line	Part #	Vendor	Description	Qty	Price	Total
1	65026796RT	ANL - IT SOFTWARE SITE LICENSING	PHOTOSHOP ELEMENTS 7.0WIN	1	\$97.19 / EA	\$97.19

**Total: \$97.19**

This order has the following approvals

Approver	Action	Date Routed	Action Date	Approval Reason / Comments	Approval Type
Westbrook, Mary L.	APPROVED	11/08/2010	11/08/2010	Creator	PRIMARY
Sidorowicz, Kenneth V.	PENDING	11/08/2010		Financial Approval for Cost Center 130	PRIMARY

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18) Once the order is approved, an email will be sent to the APS Help Desk. Please open a case at <http://www.aps.anl.gov/hd> to have your software installed. Once the order is approved, the IT group may install the software for you.